

TROY CIVIL SERVICE COMMISSION

Minutes of Special Meeting December 22, 2015

Present: Chairperson Rauh, Commissioner Scales, Commissioner Sullivan and Gabrielle Mahoney, Executive Secretary

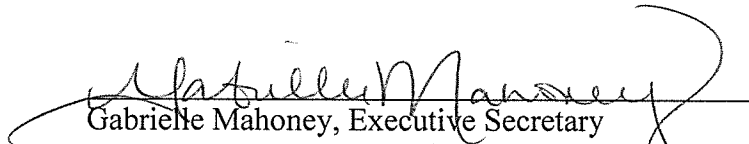
Guests: none

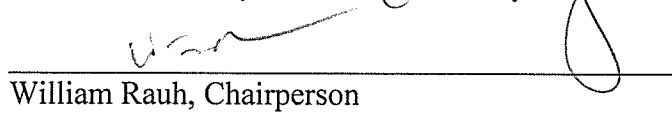
Chairperson Rauh called the meeting to order at 9:30 A.M.

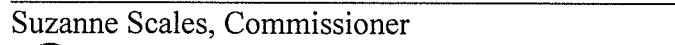
- 1) **Consider the resolution for amendment to the Troy Civil Service Rules, Appendix B with the addition of Non-Competitive title: Confidential Assistant (Troy Housing Authority).** On a motion by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor 3-0.
- 2) **Consider the resolution for amendment to the Troy Civil Service Rules, Appendix B with the addition of Non-Competitive title: Confidential Secretary to the Police Chief.** On a motion by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor 3-0.
- 3) **Consider a revision to the job specification for Sanitation Foreperson (COT).** Gabrielle Mahoney explained that the revised job specification for Sanitation Foreperson will include additional duties previously performed by the Streets Supervisor position that was recently vacated. On a motion by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor 3-0.
- 4) **Consider a revision to the job specification for Video Clerk (COT).** Gabrielle Mahoney explained that the revised job specification for Video Clerk will include a statement that the candidate may be expected to work flexible hours, including nights, weekends, and/or holidays. On a motion by Commissioner Sullivan, seconded by Chairperson Rauh, all voted in favor 3-0.

The meeting was adjourned at 9:40 A.M. on a motion by Commissioner Sullivan, seconded by Chairperson Rauh.

Respectfully submitted,


Gabrielle Mahoney, Executive Secretary


William Rauh, Chairperson


Suzanne Scales, Commissioner


Michael Sullivan, Commissioner